



WASHINGTON STATE TRANSIT INSURANCE POOL | RISK MANAGEMENT IN MOTION
 PO Box 11219 | Olympia, WA 98508 | 360-786-1620 | www.wstip.org

Minutes of the
 Executive Committee Meeting
 October 24, 2024
 Seoul Room @ SeaTac Conference Center & Zoom

Executive Committee Members Present		Staff Present (v) = virtual	
Shonda Shipman, President, Whatcom Transportation Authority Joe Macdonald, Vice-President, Skagit Transit Karen Thesing, Secretary, Pierce Transit (v) Scott Deutsch, Past President, C-Tran Paul Shinnars, Large Member Rep, Kitsap Transit Staci Jordan, Medium Member Rep, Island Transit Miranda Nash, Small Member Rep, Jefferson Transit Shawn Larson, At-Large Member Rep, Link Transit		Cedric Adams, Claims Manager Matthew Branson, Deputy Director Anna Broadhead, Board Relations Tracey Christianson, Executive Director Robyn Galindo, Claims Specialist (v) Richard Hughes, General Counsel Todd Iddings, Safety and Risk Advisor (v) Laura Juell, Risk and Training Coordinator	
Board Members Present (v) = virtual			
Jenny George, Asotin County PTBA (v) Thomas Drozt, Ben Franklin Transit (v) Cherie Huxtable, Clallam Transit (v) Annette Shaw, C-Tran (v)		Brandon Hilby, Everett Transit (v) Ken Mehin, Grays Harbor Transit (v) Jim Seeks, RiverCities Transit (v) Greg Story, Yakima Transit (v)	
Executive Session Guests Present (v) = virtual			
McKenzie Hoover, Stokes Lawrence (attorney) (v) Michael Godfrey, SBH (attorney) (v)		Caryn Jorgensen, Stokes Lawrence (attorney) (v) Mike Sanders, Mix Sanders (attorney) (v)	

Call to Order

President Shipman called the meeting to order at 9:00 am welcoming everyone to the hybrid meeting. A sign in sheet was passed around the room, virtual guests were captured by staff. Shipman asked if there were any changes to the agenda. There were no changes to the agenda from staff or the EC. **Larson moved to approve the agenda. Deutsch seconded the motion, and the motion passed.**

Public Comment on Consent Agenda, Discussion, Potential Action Items

Shipman asked for public comment. No public comments were received.

Consent Agenda

Minutes – September 26, 2024, September 2024 Vouchers and Electronic Payments totaling \$915,398.26

					Total
Claims Vouchers	Numbers:	93504350	-	93504403	\$ 624,328.00
Administrative Vouchers	Numbers:	93003104	-	93003128	\$ 92,382.42
Electronic Payments	Dates:	09/01/2024	-	09/30/2024	\$ 198,687.84
					\$ 915,398.26

Shipman asked if there were any items to remove from the consent agenda. **Jordan moved to approve the consent agenda. Macdonald seconded the motion, and the motion passed.**

Discussion / Potential Action Items

2024 Executive Committee Work Plan

Christianson said the EC work plan is updated after every meeting to track when work is coming, where it is going and will start to plan 2025. There were no questions regarding the Work Plan.

Executive Director Performance Evaluation

Shipman shared the summary of the performance evaluation survey completed by the Board. She felt that a couple of people didn't understand the scale as there were no comments for improvement to reflect the low score. Shipman requested the EC consider the suggested edits. Overall Christianson is doing really well on the established goals. Shipman met with her staff and the staff feel supported. In her absence, the Staff knew how to enact the Business Continuity Plan (BCP) when a staff members laptop and building keys were stolen. Macdonald will work with Christianson to develop goals for 2025. Shipman said the one on one's are helpful, so the new Board members have a friendly face when they attend their first meeting, veteran Board member visits are getting harder with fewer veteran Board members. We will review the Strategic Plan in January.

Thesing moved to send the Executive Director Performance Evaluation with the recommended edits to the Board. Deutsch seconded the motion, and the motion passed.

2025 Retreat Topics

Christianson asked for suggested topics for the 2025 EC retreat which will be held January 15-17. She will work with Macdonald to develop the agenda. She outlined current topics which include a potential lobbyist, Executive Director recruitment planning and the action items within the Strategic Plan. The topics suggested included Parametrix type coverage for earthquakes or flood, potentially forming an insurance captive, anything insurance tower related. Christianson reminded the current EC Members that may be exiting the EC that they are encouraged to attend the retreat. **Macdonald moved to accept the proposed retreat topics and call for additional topics from the Board. Nash seconded the motion, and the motion passed.**

Insurance Renewal Update

Christianson said we have received quotes from Governmental Entities Mutual, Inc. (GEM), Munich RE, and Aesir. The quote from Aesir is not a firm quote but we have an indicator of cost. We also have received a quote from Safety National, so it feels like we have a couple of options to get us to \$25 million. Safety National and Munich may not work together. Brian White continues to try to find the best package. Andrew Halsall called and expressed how sorry he was that GEM cannot offer more limits at this time as he knows it's a problem for us and other GEM members in Washington and California, but their reinsurance carriers refuse to carry as much risk in those states. The EC discussed various scenarios regarding purchased insurance. Christianson reminded the EC of the Special Board Meeting being held on November 7 at 11 am via Zoom. The topic will be purchased insurance and self-insurance retention (SIR). She said materials for the special meeting will be distributed on Monday, November 4.

Shackleton Leadership Experience Update

Branson said we reached out to the Members the list included in the packet is up to date with the exception that Betsy Dunbar from Central Transit is now able to attend. If you are attending, please watch for a calendar invite to hold the times on your calendar. Staff will be discussing logistics with the facilitators on November 8.

Proposed Change to two Target Ratios

Shipman reminded the EC they have the authority to make the requested changes. Shinnars said the Audit Committee (AC) reviewed the target ratios and recommend the EC approve a change to two targets effective for fiscal year 2025: purchased insurance ratio from a target of 20% or less to a target of 25% or less; administrative costs ratio from a target 25% or less to a target of 20% or less to be more in line. The AC recommends the EC add these self-imposed targets to the Target Ratios policy next year during review.

Branson said if the requested action is approved, he will make the changes and present them in the 2025 Budget document, but for 2024 we will continue to use the old metrics. Christianson said this is coming to the EC because the AC is advisory only, we can clean the policy up for future Board members next policy review cycle. **Deutsch moved to approve changes to the two targets for fiscal year 2025. Macdonald seconded the motion, and the motion passed.**

The EC took a short break from 9:46 am to 10:00 am.

Executive Session

At 10:00 am Shipman announced the EC would go into a 60-minute Executive Session; pursuant to RCW 42.30.110 (1) (i) to discuss litigation. President Shipman ended the Executive Session at 11:00 am announcing they would extend for an additional 30 minutes at 11:00 am. *Hoover and Jorgensen left at 10:36 am. Sanders left at 11:07 am. Godfrey left at 11:23 am.* The committee came out of Executive Session at 11:30 am. No action was taken.

The EC took a short break from 11:30 to 11:40

Staff Reports

Executive Staff Report

Christianson reminded the EC staff are working on a couple of public records requests, working with the broker on the insurance renewal, Kerrigan is presenting at the GEM Board meeting so Juell is here to answer questions about Member Services. Branson shared updating Fyle to reflect current per diem rates and he had just received notification from Association of Governmental Risk Pools (AGRiP) that WSTIP will be receiving recognition at the Spring conference in Las Vegas. He shared topics AGRiP would like WSTIP to consider updating including an incident response for cyber ransomware (already complete), what methodology the Pool would use should it reach a metric to return money to Members, and ensuring Members have access to Coverage Documents. Macdonald asked if methodology should be a topic for the retreat. Christianson said she would add that to the retreat topic list.

Juell shared successful Maintenance Trainers and Trainers' Showcase events which were well attended and planning for the 2025 events will start soon. The Washington Instructors Network (WIN) met in person and had good feedback all around. Macdonald said the Trainers' Showcase was well put together and organized. Larson concurred. Adams thanked Members who attended the Claims Coordinators Conference, October 15 at Hotel Interurban. He gave an update on open and recently closed claims, subrogation, and open litigated claims. Shinnors gave kudos to the claims staff for their quick response time given the volume of claims they are handling. Shipman thanked Staff for their report.

Sub-Committee Reports

Governance Policy Committee (GPC)

No report. The GPC has concluded their work for the year.

Nominations and Elections Committee (NEC)

Macdonald thanked those who had submitted nominations. Broadhead will email candidates to confirm their willingness to serve. If there is someone you would like to see nominated, please feel free to reach out to Macdonald, Thesing or Shipman. Jordan requested to withdraw her name from Secretary. Shipman thanked Macdonald for his report.

Board Development Committee (BDC)

No report as the BDC next meets on October 25.

Risks and Opportunities Committee (ROC)

No report as the ROC next meets on November 14.

Coverage Review Committee (CRC)

No report.

Investment Committee (IC)

Branson reported the IC met on October 10. Committee Members are: Cyndie Eddy, Amy Asher, Jim Seeks, Ken Mehin, Paul Shinnors, Danette Rogers, and Michael Wagner. The committee reviewed the investment portfolio to ensure diversification, reviewed balance projections for the end of the year and recommended moving an additional \$5 million to SMA which will bring us close to our diversification threshold in SMA at the end of the year. The committee also reviewed interest rate trends between LGIP, TCIP, and SMA. The committee will meet again in February 2025. Shipman thanked Branson for his report.

Audit Committee (AC)

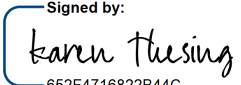
Shinnors said the AC met on October 9. Committee members are: Paul Shinnors, Angie Peters, Justin Brockwell, Danette Rogers and Cyndie Eddy. The committee reviewed the 2023 Financial Audit, it was a clean audit kudos to Branson and staff. Discussed GEM financials with a lot of discussion regarding their balance sheet, Branson is on their audit committee and monitoring. WSTIP has a great spreadsheet on internal controls showing how the separation of duties works. We also reviewed the contracted CPA.

Recap and Adjournment

Shipman recapped the meeting, accepted the agenda, approved the consent agenda, reviewed the work plan and Executive Director performance evaluation, added topics to the EC retreat, discussed purchased insurance. She reminded everyone of the special Board meeting November 7 at 11 am. Received a list of attendees for the Shackleton Leadership Experience, approved changes to two Target Ratios, held an Executive Session, received reports from staff and sub-committees.

Shipman adjourned the meeting at 12:00 pm.

Submitted this 5 day of December 2024.

Approved:  Signed by:
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Karen Thesing, Secretary